## CITY OF NEW ORLEANS CHIEF ADMINISTRATIVE OFFICE

#### POLICY MEMORANDUM NO. 109

June 22, 2005

TO: All Departments, Boards, Agencies, and Commissions

FROM: Charles L. Rice, Jr., Chief Administrative Officer

SUBJECT: REGULATIONS PERTAINING TO ASSIGNMENT, USAGE AND CARE, AND RETURN

OF CITY PROPERTY BY EMPLOYEES

## I. PURPOSE.

The purpose of this memorandum is to establish procedures regarding the assignment, use, care and return of city property by employees during employment.

#### II. STATEMENT OF POLICY.

It is the intent of this policy to ensure that all property of the City of New Orleans is properly utilized and cared for by City employees and to prevent the abuse, neglect or theft of such property from City premises. Therefore, this policy applies to all employees and non-employees.

## III. DEFINITION OF PROPERTY.

Property shall be defined as any piece of equipment, furnishing, vehicle, building or supply, leased or owned, donated or otherwise in the care of the City of New Orleans or any person acting as its agent.

## IV. CATEGORIES OF PROPERTY.

In keeping with this policy, all City Property shall be identifiable as either: Assigned, Moveable, or Stationary Property.

A. <u>Assigned:</u> Property assigned to an individual employee for his or her sole work use whereby the employee serves as the custodian for such property. This category shall only apply to items that are routinely removed from the worksite, and shall not apply to items that are part of an employees fixed workstation. Examples of assigned property shall include, but are not limited to:

<u>Electronic Devices</u>-Laptops, Pagers, Cellular Phones, Blackberries, Radios, Radio Chargers, Video Recorders, Tape Recorders, Digital Camera, and related accessories, etc.

<u>Vehicles</u>- Cars, Trucks, SUV's, Motorcycles, Bicycles, Scooters, Lifts, etc.

Paper Items - Code Books, Manuals, Logs, Etc.

<u>Tools and Gear</u>- All City-owned tools, Safety Goggles, Boots, Belts, Hats, Helmets, Gloves, and other gear provided by the City, etc.

<u>Uniforms and Weapons</u> - City-issued Uniforms and Weapons not purchased by the employee.

<u>Miscellaneous</u> - Identification Cards, Badges, Parking Cards, Vehicle Decals, Fuel Cards, City-issued keys, etc.

B. MOVEABLE PROPERTY: Property accessible to one or more employees which can be removed from the worksite with relative ease. Such property may be used predominantly by one individual or a group of individuals, but it remains on city premises except when being transported between worksites. Examples include, but are not limited to:

**Equipment and Tools**- Lawn Mowers, Tractors, Generators, Weed Eaters, Hedge Trimmers, Tree Trimmers, Chainsaws, Blowers, Shovels, Rakes, Brooms, Sporting and Exercise Equipment, Laboratory and Medical Tools, etc.

Office Equipment, Furniture, and Supplies - Computers, Televisions and Monitors, Chairs, Printers, Telephones, Fax Machines, Adding Machines, Paper Shredders, Desk Accessories, Pens, Paper, and other Office Supplies, etc.

<u>Building Materials and Supplies</u>- Paint, Lumber, Gravel, Paint Brushes, Fill Materials, Lighting Fixtures and Supplies, Cement Mixtures, Chemicals, Plumbing and Electrical Items, Paper Goods, Janitorial Supplies, etc.

<u>Miscellaneous</u>- Landscaping Materials, Small Appliances, and other City property that can be removed from City premises by one individual or a small group of individuals.

C. <u>STATIONARY PROPERTY:</u> Property associated with a particular worksite which is either attached to a city building or which is too large to be easily removed from the premises. Items in this category include, but are not limited to:

Furniture- Desks, Tables, Benches, Bookcases, File Cabinets, etc.

<u>Machinery and Equipment</u>- Security Cameras and Devices, Large Machinery, Heating and Cooling Units, etc.

Miscellaneous- Other immoveable or nearly immoveable items.

# V. GUIDELINES FOR DISTRIBUTION, TREATMENT, AND RETURN OF ASSIGNED, CITY PROPERTY.

- 1. Each City Agency shall appoint a Property Coordinator to monitor the assignment of City property and to maintain all relevant records as it relates to the issuance and return of such property. If the designated Coordinator is not directly involved in personnel functions for the department, the Personnel Officer shall notify the Coordinator of all persons hired or terminated to insure that the appropriate property is issued or retrieved before separation of employment.
- 2. All City employees will be issued some form of assigned property, since at a minimum, employees will be issued identification badges. Authorized supervisory personnel shall determine what additional items are essential to the performance of an employee's job tasks and shall work with the Property Coordinator in each department to issue these items.
- 3. Once determinations are made concerning assigned property, the employee shall be required to acknowledge receipt of this property, as well as to acknowledge his/her role in properly caring for the property by signing (or initialing) a Property Issuance/Return Form (Attachment A) at the time the property is issued. The issuer will record the item(s) issued, the date of issuance, and any notes regarding the condition of the item(s). If the issuer is someone other than the Property Coordinator, the completed form must be immediately forwarded to the Coordinator for record keeping.
- 4. After completion, the Property Issuance/Return forms shall be kept in the inside cover of each employee's personnel file or in another location as prescribed by the Appointing Authority of each City department.
- 5. Employees shall not use assigned city property for personal use unless specific permission has been granted by the Appointing Authority or his designated representative.
- 6. An employee assigned the use of city property or equipment must maintain and not abuse or misuse equipment while employed. The employee must be responsible for immediately notifying the Appointing Authority or designated representative of any assigned city property that is lost, stolen, damaged, or malfunctioning.
- 7. The City of New Orleans may seek reimbursement from employees for the value of lost or damaged property or equipment due to the employee's negligence or abuse.

#### VI. PROCEDURES FOR REPORTING NORMAL WEAR AND TEAR OF ASSIGNED CITY PROPERTY.

It is clearly understood that certain types of assigned, moveable or stationary property will experience some type of normal wear and tear. As a result, property may malfunction which may cause an employee's inability to perform his/her job duties. In such cases, the following procedures shall be followed for repair or replacement:

- 1. Employees must immediately report any malfunction of assigned property due to normal wear and tear to an Appointing Authority or his/her designated representative.
- 2. The Appointing Authority or the designated representative shall make arrangements for repair or replacement. Employees shall not be allowed to personally arrange repair or replacement of any assigned or non-assigned city property. All repairs or replacements are handled strictly through the Appointing Authority or the designated representative(s). An employee may be subject to disciplinary action, if handled otherwise.
- 3. Once repaired or replaced, the Appointing Authority or the designated representative shall record that the property has been repaired or replaced. If replaced, the designated representative shall record the applicable make, model, serial and inventory tag numbers and forward information to the Property Coordinator.

## VII. PROCEDURES FOR REPORTING LOST, STOLEN OR DAMAGED PROPERTY.

- 1. An employee must immediately report any lost, stolen, or damaged assigned property to an Appointing Authority or the designated representative.
- 2. At the discretion of an Appointing Authority, an employee may be subject to a fine or any other disciplinary action as per Civil Service Rule IX, Section 1, Maintaining Standards of Service. The City may seek reimbursement for the value of any property that is lost, stolen, or damaged by the employee.
- 3. A Report of Lost, Damaged, or Stolen Property form (see Attachment B) must be completed and forwarded to the Property Coordinator for recordkeeping.

#### VIII. INQUIRIES.

Questions regarding this policy may be addressed to the Chief Administrative Office at  $(504)\ 658-8611$ .

For further information please refer to: Policy Memorandum No. 5(R) - City Vehicles, Policy Memorandum No. 60(R) - Wireless Telephones and Circular Memorandum No. 03-22- Take Home Vehicle Personal Use Charge.

CLR, Jr. / PMRC/rth

Attachments